

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

MEETING DATE: 8/18/04

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

AGENDA ITEM WORDING: Approval of Professional Service Order with THC, Inc. for Phase 3 Construction Services for implementation of the Noise Insulation Program for the Key West International Airport.

ITEM BACKGROUND: NIP Phase 3 Construction will be funded 95% by the Federal Aviation Administration, and 2.5% each by the Florida Department of Transportation and Passenger Facility Charge Revenue. FAA required Independent Fee Estimate is attached, along with approval letters from FAA.

PREVIOUS RELEVANT BOCC ACTION: Approval to submit Passenger Facility Charge Application # 7, February 19, 2003.

CONTRACT/AGREEMENT CHANGES: New agreement

STAFF RECOMMENDATION: Approval

TOTAL COST: \$248,320.00

BUDGETED: Yes

COST TO AIRPORT: None

SOURCE OF FUNDS: FAA, FDOT, PFC Revenue

COST TO PFC: \$6,208.0

COST TO COUNTY: None

REVENUE PRODUCING: No

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney X

OMB/Purchasing N/A

Risk Management N/A

DIRECTOR OF AIRPORTS APPROVAL

  
Peter J. Horton

DOCUMENTATION: Included X

To Follow

Not Required

AGENDA ITEM # C33

DISPOSITION: \_\_\_\_\_

/bev  
APB

# MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

## CONTRACT SUMMARY

Contract #

Contract with: THC

Effective Date: Execution

Expiration Date: 365 days

Contract Purpose/Description: Noise Insulation Program Implementation, Phase 3 Construction Services

Contract Manager: Bevette Moore  
(name)

# 5195  
(Ext.)

Airports - Stop # 5  
(Department/Courier Stop)

for BOCC meeting on: 8/18/04

Agenda Deadline: 8/3/04

## CONTRACT COSTS

Total Dollar Value of Contract: 248,320.00

Current Year Portion: ~71,000.00

Budgeted? Yes

Account Codes: 404-63094-560-630-GAKA91

Grant: FAA & FDOT

County Match: PFC Revenue

## ADDITIONAL COSTS

Estimated Ongoing Costs: N/A  
(not included in dollar value above)

For: .  
(eg. maintenance, utilities, janitorial, salaries, etc.)

## CONTRACT REVIEW

	Date In	Changes Needed Yes No	Reviewer	Date Out
Airports Director	<u>7/22/04</u>	( ) <input checked="" type="checkbox"/>	<u>Peter Horton</u> Peter Horton	<u>7/22/04</u>
Risk Management	<u>   /   /   </u>	( ) ( )	<u>N/A Per OMB</u> for Risk Management	<u>   /   /   </u>
O.M.B./Purchasing	<u>   /   /   </u>	( ) ( )	<u>N/A Per OMB</u> for OMB	<u>   /   /   </u>
County Attorney	<u>   /   /   </u>	( ) ( )	<u>Pedro Mercado</u> County Attorney	<u>7/21/04</u>

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PROFESSIONAL / SERVICE ORDER

FOR

MONROE COUNTY

To: THC, Inc. Professional Service Order No. 2

Re: PSO Agreement, Dated \_\_\_\_\_ Resolution No. \_\_\_\_\_

Project Name: Implementation of Noise Insulation Program - (Phase 3 Construction Services)

Description of Services:

(See attached Scope of Services)

Multiple of Direct Salaries \_\_\_\_\_

Lump Sum X Reimbursable Expense \_\_\_\_\_Days to Complete 365 Fee this Service Order \$248,320.00

Payment for Services shall be in their entirety as per PSO.

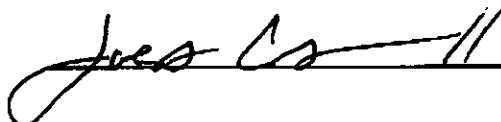
Prepared by:

Date: 7-6-04

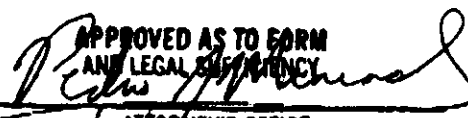
Recommended by:

Date: 7-9-04

Accepted by:

Date: 7-6-04

Approved by:

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
BY   
DATE 7/21/04 ATTORNEY'S OFFICE

**ATTACHMENT A**  
**PHASE 3 CONSTRUCTION SCOPE OF SERVICES**  
**IMPLEMENTATION OF NOISE INSULATION PROGRAM**  
**KEY WEST INTERNATIONAL AIRPORT**

This Scope of Services will describe tasks necessary to implement the Noise Insulation Program for Phase 3 Construction Services. The services will include preliminary construction tasks through project close-out and warranty assistance. The Consultant Team will be directed by a Project Manager who will report directly to the Key West International Airport's Airport Director.

The Consultant Team is composed of the following disciplines:

- The Program Manager (THC, Inc.) will provide overall program management services. THC will support the Airport Director and Airport Noise Program Coordinator in all tasks involved with the planning and daily implementation of the Noise Insulation Program. THC will provide database services and project scheduling, along with interaction with all participating property owners and tenants. The Project Manager (THC) will utilize the Director of Sound Insulation Services for master planning the project, document review and development, scheduling and general consultation throughout the project. THC will also assign a Project Manager to the project for the entire construction phase, which will travel back and forth from Atlanta to Key West on a periodic basis.
- The Project Architect (The Sun Group) will provide off-site assistance to the Program Manager during the construction management process. When required by the Program Manager, the Project Architect responsibilities will include providing design clarification, assisting in the evaluation of unforeseen site issues, providing field clarifications, reviewing shop drawings and providing change order review. In addition, the Project Architect will, when required, provide clarification of the construction specification language to the Program Manager and Contractor.
- The Acoustical Engineer (Landrum & Brown) will provide "post" modification noise testing in homes previously "pre" tested during the design phase (approximately eight (8) homes).
- The Construction Management firm (Miller Dunwiddie, Inc.) will provide a full-time Construction Manager on-site for the 120 day construction period.
- The Construction Management firm (Miller Dunwiddie, Inc) tasks will be completed primarily by a full-time (on-site) Construction Manager, with limited assistance from a Principle Architect, Construction Services Director, and Construction Scheduler.
- The Construction Management firm's (Miller Dunwiddie, Inc.) Construction Manager will be on site for the entire 120 day construction period.

## **TASK 1 PROJECT MANAGEMENT**

The Consultant's Project Manager (THC) will perform general project-related management and coordination with the airport and the FAA. This task includes preparation of monthly invoices and progress reports, FAA coordination, project management plan updates, sub-consultant coordination and agreements, and schedule updates. This task also includes conference calls with the Consultant Team and related documentation. The Project Architect, Construction Manager and Acoustical Engineer will perform general project-related coordination with the Consultant's Project Manager. This includes preparation of monthly invoices and progress reports, FAA coordination, and schedule updates.

Miller-Dunwiddie (MD) will perform all Construction Manager responsibilities for THC. MD, acting as the Construction Manager will take a primary role in daily program management due to their frequency of on-site time during this phase. The Construction Manager will provide daily construction inspections and a continuous analysis of contractor performance. The Construction Manager will coordinate and direct the contractor's daily on-site performance and direct all change orders and/or changes to the scope of work. This task also includes coordination with the airport, as well as weekly conference calls with the Consultant Team and related documentation. The Construction Manager will perform general project-related coordination with the Consultant's Project Manager. This includes preparation of monthly invoices and progress reports, and schedule updates.

The Construction Manager will attend up to one project management meeting in Key West, to coordinate with the airport staff regarding the overall construction management on the project.

The duration of Phase 3 is estimated twelve (12) months.

The Consultant's Project Manager will travel back and forth from Atlanta to Key West on a near full-time basis to perform all required tasks during the 12 months of this project.

## **TASK 2 MAINTAIN PROJECT OFFICE AND PROVIDE INFORMATION TO THE PUBLIC**

The Consultant's Project Manager, Project Architect and Construction Manager will answer inquiries from and provide information to the public, the media, and the County as appropriate. They will support the Airport Director in conducting daily program implementation. The Construction Scheduler will make one trip during this task to provide assistance to the Construction Manager. The Construction Services Director will also provide limited assistance to the Construction Manager during this task.

The Project Manager will be responsible for visiting participating homeowners as often as possible, and at the discretion of the Airport Director and the Airport Noise Program Coordinator.

The Consultant's Project Manager will attend the airport's Ad-Hoc Committee meetings on Noise to provide status reports on the progress of the Noise Insulation Program and other related matters during the term of this phase.

The Construction Manager will attend up to three (3) bi-monthly meetings of the airport's Ad-Hoc Committee on Noise to provide status reports on the progress of the Noise Insulation Program and other related matters. They will also participate in and/or conduct up to two other meetings as appropriate (e.g., presentations to Homeowner's Associations, etc.) to disseminate information about the Noise Insulation Program and progress in noise mitigation efforts. These up to two other meetings will coincide with other project-related trips to Key West. The Program Manager shall communicate meeting dates and times with the Consultant Team.

### **TASK 3 CONDUCT PRE-CONSTRUCTION CONFERENCE**

The Construction Manager and the Construction Services Director will conduct and document the Pre-Construction Conference to review the scope of work and the coordination plan. Administrative procedures and performance requirements will be reviewed with the contractors. The Construction Manager and the Construction Services Director will acquaint contractor personnel with the detailed requirements of noise insulation design. The Pre-Construction Conference will cover the following material:

- Purpose of the project;
- Goals to be achieved;
- Homeowner interaction and sensitivity training;
- Simplified description of noise transmission into buildings;
- Noise insulation treatments;
- Submittal requirements;
- Scheduling and phasing of trades;
- Level of workmanship;
- Coordination requirements;
- Progress payments;
- Requisitions and change orders;
- Final closeout documentation requirements.

### **TASK 4 CONDUCT CONTRACTOR WALK-THROUGH**

The Construction Manager will conduct the walk-through of the homes. With the assistance of the Airport Noise Program Coordinator, coordinate with the homeowners to schedule the walk-through of all homes associated with this project. For travel

planning purpose, this walk through is expected to be completed over a period of seven consecutive days. This walk-through will involve the following:

- **Product Measurements** – The contractor and manufacturer representatives, if present, will measure the window and door openings for ordering and manufacturing the designated products.
- **Review of Installation Details** – The contractor must review the existing condition of the window and door openings.
- **Verification of Homeowner Pre-Work Completion** - The Construction Manager will, along with the Airport Noise Program Coordinator, inspect items listed in the contract documents as Homeowner pre-work for satisfactory resolution. Where necessary, the Construction Manager, along with the Airport Noise Program Coordinator, will address these issues with the Homeowner.
- **Verification of Finishes, Colors and Styles** – The Construction Manager, along with the Airport Noise Program Coordinator, will verify with the Homeowner the product selection styles, colors and finishes, the window grille configuration (if applicable), and the location of the air condensing unit (if applicable).
- **Construction Survey Form** - The Construction Manager, along with the Airport Noise Program Coordinator, will complete the Construction Survey with the Homeowner.

## **TASK 5    PROVIDE CONSTRUCTION PHASE SERVICES**

The Construction Manager will provide construction observation services and conduct daily field inspections to help ensure quality control. If change orders are necessary, the Construction Manager will secure the approval of the airport and the FAA prior to approving any major changes to the contract. The tasks involved in construction administration include the following:

- **Review and process all submittals and shop drawings** that are required by the Specifications.
- **Review materials before they are installed** to ensure that they comply with approved submittals.
- **Review work covered by shop drawings** to ensure that it complies with Contract Documents.
- **Conduct daily inspections** at each site that is under construction.
- **Coordinate with the Contractors** to insure all appropriate building permits have been secured.
- **Observe work in progress** to verify that it meets the requirements and intent of the Contract Documents.
- **Attend, conduct, and document weekly construction progress meetings** with the contractors and subcontractors.
- **Notify the General Contractor** of any part of the work in progress that does not conform to approved submittals, shop drawings, or Contract Documents.

- Consider and evaluate the Contractor's suggestions for modifications to the Contract Documents.
- Maintain files and records of all pertinent documents including submittals, shop drawings, addenda, minutes of meetings and reports.
- Review applications for payment to ensure that they agree with the work actually done and materials actually received.
- Prepare punch lists at the appropriate time for each unit, distribute the lists to the General Contractor for execution, verify that punch list items are complete, and then certify the General Contractor's final invoice for payment.

MD will provide a full-time construction manager and write daily reports during the 120 work day period to perform the tasks described above. It is planned that 120 work day period will be adequate to complete construction activities with a maximum of 10 houses per each sub-construction period (1-4) for the duration of Phase 3. The Construction Services Director and Construction Scheduler will make 2 trips during the construction phase task to insure proper oversight and limited assistance to the on-site Construction Manager.

The Construction Manager will be in the field to monitor Homeowner satisfaction throughout the construction process. The Construction Manager will coordinate any necessary architectural changes with the Project Architect as necessary.

## **TASK 6 CONDUCT FINAL INSPECTIONS**

Once the outstanding punch list items for a particular house are completed, The Construction Manager will conduct a final inspection of that house. The Construction Manager will verify that all items identified on the punch list have been acceptably completed, that all work has been performed in accordance with the contract plans and specifications, and that the work meets project standards for workmanship and quality.

The Construction Manager will schedule the final inspections with the Homeowners.

## **TASK 7 CONDUCT POST-MODIFICATION NOISE TEST AND PREPARE FINAL REPORT**

The Acoustical Engineer will conduct post-modification noise audits of the homes that were pre-tested during the design phase (approximately eight (8) homes). Pre-modification data will be compared with post-modification measurements to document the achieved increase in noise reduction, and as a check on quality control.

The noise level reduction (NLR) measurements essentially consist of placing a loudspeaker inside each of the rooms that will be measured. The electrical signal of a pink noise source is fed through the amplification/loudspeaker system and is filtered to simulate aircraft noise. The technician will measure the average interior sound level within the room and the sound level directly outside each exterior element (i.e., doors,



windows, and walls). An overall NLR will be mathematically computed based on the measured test data and the acoustical conditions of each room.

## **TASK 8     EVALUATE AND CLOSE-OUT PROJECT**

The Construction Manager will prepare a full technical assessment of performance and achievements, including the following:

- The adequacy of technical specifications.
- Revisions required, if necessary, to the Noise Insulation Plan and/or the technical specifications in order to achieve the Project objectives.
- An evaluation of the predicted versus the actual costs for modifications.
- Contract schedule compliance.
- Full cost accounting including Bid cost and Change Order Request evaluation.

## **TASK 9     PROVIDE WARRANTY SERVICE**

For a one-year period following program acceptance, The Construction Manager will provide assistance to the Airport Noise Program Coordinator in evaluating warranty issues. For the first year, all warranty requests made by the Homeowners and reported to the Airport Noise Program Coordinator will be documented and forwarded to the Contractor for resolution. Should the Construction Manager be required to make an on-site evaluation, the Airport Noise Program Coordinator, whenever possible, will coordinate with the Homeowner and the Construction Manager to schedule appointments that coincide with other project-related trips. Three trips are budgeted expressly for warranty related issues.

**Attachment B**  
**Lump-Sum Amounts by Task**

<b><u>Task No.</u></b>	<b><u>Task Description</u></b>	<b><u>Lump-Sum Amount</u></b>
1	Project Management	\$52,000.00
2	Maintain Project Office and Provide Information to the Public	\$3,000.00
3	Conduct Pre-construction Conference	\$3,800.00
4	Conduct Contractor Walk-through	\$6,500.00
5	Provide Construction Phase Services	\$98,000.00
6	Conduct Final Inspections	\$4,000.00
7	Conduct Post-modification Noise Test and Prepare Final Report	\$16,520.00
8	Evaluate and Close-out Project	\$10,000.00
9	Provide Warranty Service	\$4,000.00
	Reimbursable Expenses	\$50,500.00
	<b><u>TOTAL PSO #2 BUDGET</u></b>	<b><u>\$248,320.00</u></b>

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# IKE

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## INDEPENDENT KOST ESTIMATES

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P. O. Box 46681  
St. Pete Beach  
Florida 33741

(727) 367-2910

June 7, 2004

Ms. Bevette Moore  
Business Coordinator  
Airports Business Office  
3491 S. Roosevelt Boulevard  
Key West, Florida 33040

Subject: Key West International Airport  
Consultant Fee Assessment

Dear Ms. Moore:

Per our agreement, attached is my assessment of the consultant fees for the proposed AIP Project (Phase 3 Construction Services, Implementation of Noise Insulation Program) at Key West International Airport. This estimate covers all tasks which are included in the scope of services for this project.

The estimated consultant fee for the proposed project is \$324,230.

I am also attaching an invoice for \$950 for my services.

Please do not hesitate to call should you have any questions regarding my assessment.

Thank you for giving me the opportunity to prepare this estimate. If I can be of any service in the future, please let me know.

Sincerely,

*Ikars A. Cakarnis*  
Ikars (Ike) A. Cakarnis  
Airport Engineer

Attachments

June 7, 2004

**KEY WEST INTERNATIONAL AIRPORT**  
**PHASE 3 CONSTRUCTION SERVICES**  
**IMPLEMENTATION OF NOISE INSULATION PROGRAM**  
**INDEPENDENT COST ESTIMATE**

**SUMMARY OF CONSULTANT FEE ESTIMATE**

1. Project Management	\$ 40,100
2. Maintain Project Office & Provide Information to the Public	\$ 24,510
3. Conduct Pre-Construction Conference	\$ 8,400
4. Conduct Contractor Walk-Through	\$ 6,530
5. Provide Construction Phase Services	\$ 121,460
6. Conduct Final Inspection	\$ 12,940
7. Post-Modification Noise Test & Prepare Final Report	\$ 15,780
8. Evaluate & Close-Out Project	\$ 15,260
9. Provide Warranty Service	\$ 22,580
10. Direct Costs	\$ 56,670
<b>TOTAL</b>	<b>\$ 324,230</b>

**1. Project Management**

	<u>Hours</u>		<u>Rate</u>		<u>Cost</u>
Principal (THC)	32	\$	195	\$	6,240
Director SIP	12		156		1,872
Project Manager	44		91		4,004
Administrative Assistant	8		50		400
Const. Serv. Dir. (MDA)	68		140		9,520
Construction Manager	52		85		4,420
Proj. Mgr. (Sun Group)	44		130		5,720
Senior Architect	16		150		2,400
Project Architect	28		100		2,800
Senior Associate (L&B)	12		205		2,460
Administration Assist.	4		65		260
<b>TOTAL</b>				<b>\$</b>	<b>40,100</b>

**2. Maintain Project Office & Provide Information to the Public**

Director SIP (THC)	24	\$	156	\$	3,744
Project Manager	64		91		5,824
Const. Service Dir. (MDA)	24		140		3,360
Scheduler	16		110		1,760
Construction Manager	60		85		5,100
Project Mgr. (Sun Group)	24		130		3,120
Project Architect	16		100		1,600
<b>TOTAL</b>				<b>\$</b>	<b>24,510</b>

**3. Conduct Pre-Construction Conference**

Director SIP (THC)	12	\$	156	\$	1,872
Project Manager	12		91		1,092
Const. Service Dir. (MDA)	16		140		2,240
Construction Manager	16		85		1,360
Project Mgr. (Sun Group)	8		130		1,040
Project Architect	8		100		800
<b>TOTAL</b>				<b>\$</b>	<b>8,400</b>

**4. Conduct Contractor Walk-Through**

	<u>Hours</u>		<u>Rate</u>		<u>Cost</u>
Project Manager (THC)	12	\$	91	\$	1,092
Construction Mgr. (MDA)	64		85		5,440

**TOTAL**

**\$ 6,530**

**5. Provide Construction Phase Services**

Director SIP (THC)	24	\$	156	\$	3,744
Project Manager	32		91		2,912
Const. Service Dir(MDA)	112		140		15,680
Scheduler	48		110		5,280
Construction Manager	960		85		81,600
Sr. Arch. (Sun Group)	24		150		3,600
Project Architect	48		100		4,800
Architect	48		80		3,840

**TOTAL**

**\$ 121,460**

**6. Conduct Final Inspection**

Project Manager (THC)	16	\$	91	\$	1,456
Const. Manager (MDA)	120		85		10,200
Architect (Sun Group)	16		80		1,280

**TOTAL**

**\$ 12,940**

**7. Conduct Post-Modification Noise Test & Prepare Final Report**

Project Manager (THC)	8	\$	91	\$	728
Sr. Associate (L&B)	16		205		3,280
Associate	80		140		11,200
Admin. Assistant	8		65		520

**TOTAL**

**\$ 15,780**

# 8. Evaluate and Close-Out Project

	<u>Hours</u>		<u>Rate</u>		<u>Cost</u>
Principal (THC)	4	\$	195	\$	780
Director SIP	16		156		2,496
Project Manager	24		91		2,184
Const. Serv. Dir. (MDA)	16		140		2,240
Const. Manager	24		85		2,040
Proj. Mgr. (Sun Group)	24		130		3,120
Sr. Architect	16		150		2,400
TOTAL					\$ 15,260

# 9. Provide Warranty Service

Project Manager (THC)	24	\$	91	\$	2,184
Const. Manager (MDA)	240		85		20,400
TOTAL					\$ 22,580

# 10. Direct Costs

## A. Transportation

### 1) Airline Tickets

Atlanta - Key West	3 x \$ 750 =	\$ 2,250
Minneapolis - Key West	8 x 1,500 =	12,000
Boston - Key West	2 x 750 =	1,500

Sub-Total \$ 15,750

### 2) Rental Car

32 days x \$60/day =	\$ 1,920
24 weeks x \$200/week =	4,800
Total	\$ 6,720

### 3) Parking at Atlanta Airport

9 days x \$10/day \$ 90

Total Transportation \$ 22,560

B. Lodging

153 nights x \$120/night	\$ 18,360
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C. Per Diem

155 days x \$50/day	\$ 7,750
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D. Postage/Federal Express

\$ 1,300
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E. Printing

\$ 100
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F. Office Cost

120 days X \$50/day	\$ 6,000
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G. Miscellaneous Expenses

\$ 600
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TOTAL DIRECT COSTS

\$ 56,670
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**Moore-Bevette**

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**From:** Susan.Moore@faa.gov  
**Sent:** Thursday, July 08, 2004 11:33 AM  
**To:** Horton-Peter@monroecounty-fl.gov; Moore-Bevette@monroecounty-fl.gov  
**Cc:** Mil\_Reisert@URSCorp.com  
**Subject:** REVIEW OF AIP 025-2004 DOCUMENTS  
  
**Importance:** High

**Peter**

This will confirm, in writing our verba approval of plans&specs for  
AIP025-2004: PH3NIP Construction (40homes).

Let me know if you need further formal letter or posters for display in the  
Noise Program Manager's office.

Sorry for the delay.

## **Moore-Bevette**

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**From:** Susan.Moore@faa.gov  
**Sent:** Friday, June 25, 2004 4:15 PM  
**To:** Horton-Peter@monroecounty-fl.gov  
**Cc:** Moore-Bevette@monroecounty-fl.gov; Mil\_Reisert@URSCorp.com  
**Subject:** EYW025: FAA OK for Service Order for PH3 Construct Services

**Importance:** High

**Peter**

I have reviewed the scope & fees & independent estimate for the work.  
Service order for \$293,234 is within 10% of independent estimate & is  
approved & eligible for fed participation  
Also, independent estimate fee of \$950 also approved & eligible for fed  
participation

Let me know if you need formal letter; otherwise this serves as my/your  
file copy

**Susan**